

**SEARCH COMMITTEE MEETING MINUTES**  
**4000 WEST BROAD STREET**  
**RICHMOND, VIRGINIA**

**JUNE 20, 2006, 8:00 a.m.**

**PRESENT:** John W. Montgomery, Jr., William T. Greer, Jr., Sherry Smith Crumley, C. T. Hill, Randy Kozuch, Charles S. Yates, Jimmy Hazel; **INTERIM DIRECTOR,** Colonel W. Gerald Massengill

The meeting was called to order at 8:00 a.m. by Dr. Greer. For the record, Mr. Montgomery noted that he had asked Dr. Greer to chair the Search Committee.

Carol Rauschberg, representing the Department of Human Resource Management (DHRM), reported that approximately 15 applications have been received for the vacant director's position. The pool consists of candidates from various backgrounds, some of which are not considered qualified for the position. She added that applicants from the previous vacancy announcement have been notified that they will be considered for the position unless they notify DHRM that they are no longer interested.

The Committee also considered a proposed timeline, which had been reviewed and edited by DHRM staff, for completing its search for the director. The position was announced for the second time on June 1, 2006 and it will close on July 17, 2006. The Committee anticipates completing its selection by October 2, 2006 with the new director to assume duties in October, perhaps with the October 25 pay period.

The Committee agreed to approve the proposed time line as submitted, with a note that it might be necessary to adjust the proposed Sunday interview schedule. Mr. Yates noted for the record that he will not be available for meetings and/or interviews during the month of September.

The Committee also requested DHRM to provide each member with copies of all of the applications received from the first announcement for the position, sorted by background, if possible. Committee members were also requested to return the previously provided notebooks to DHRM to insure that a complete package of the applicant pool will be available for screening.

Colonel Massengill encouraged the Committee to continue to seek input from employees regarding traits desired in an agency director, and he added that the agency's Website could be used as a tool for this purpose. It was suggested that staff would be requested to submit comments to the Committee via the Web between July 17 and August 1.

A resume was included in the member's meeting briefing materials, and Ms. Crumley encouraged members to review it. The resume had not been sent to DHRM, and a copy was given to Ms. Rauschberg for inclusion in the applicant pool.

As there was no further business at 8:25 a.m., **Mr. Hill moved, seconded by Mr. Hazel, passed unanimously that the** meeting adjourn. Ayes: Hill, Hazel, Montgomery, Crumley, Yates, Greer and Kozuch.

Respectfully submitted,

Belle Harding  
Board Secretary